

## Phoenix Program Process Definition – General Ledger

Process	<b><i>Creating a Detail Ledger</i></b>
Process Number	<b><i>GL – 46</i></b>

### ***Description of Process***

Add a new detail ledger. Creating detailed ledgers require the user to enter identifying information for the ledger, assign a ledger template upon which the detail ledger will be based, and select the chartfields upon which the ledger is required to balance. Detail Ledgers will be added when a new business unit is created or whenever business or reporting requirements create the need to track transactions in ways that are not currently captured in the existing system. For example, a Business Unit can have ledgers for reporting requirements, such as GAAP or income taxes, or for maintaining books on both the cash and accrual basis. The Detail Ledger panel is used to link a ledger template to a detail ledger and specify the balancing options for the journals generated to a detail ledger. You can balance the journals generated to a detail ledger by up to six ChartFields, not including the default ChartFields - Business Unit and Currency Code. When you create a new ledger, the system generates a set of default values that can be changed if you customize your system. The State of Georgia will set up the following detail ledgers:

ACTUALS – Detail Actuals Ledger

GAAPACTUAL – Actuals Ledger – GAAP Basis

GFAAG – General Fixed Asset Account Group

GLTDAAG – General Long-Term Debt Account Group

FEDSACTUAL – Feds Actual Ledger

ALLOT – Allotment Budget Ledger

APPROP – Appropriation Budget Ledger

BD\_ACTUALS – Current Year Budget Actuals

CONTROL – Control Budget Staging

FORECAST – Forecast Budget

ORG – Organization Budget Ledger

PROJ\_GRT – Project Grant Budget Ledger

REVEST - Revenue Estimate Budget Ledger

Detail ledgers are created at the business unit level and can have an alphanumeric value of up to ten (10) characters. The State of Georgia has elected to balance journals by business unit, program and fund.

### ***Input to Process***

Detail Ledger Change Request is written up, signed, assigned an identifier and approved. The Detail Ledger is then created in PeopleSoft.

### ***Output of Process***

## Phoenix Program Process Definition – General Ledger

New Detail Ledger is created and is accessible to business unit for posting journals.

***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

***PeopleSoft Panel Groups being Used***

Function	Panel Group
Use	Detail Ledger

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### ***Business Process Description***

Process Description	Responsibility (Agency/Centralized)
<b><u>Step 1: Request a new detail ledger</u></b> A ledger creation request can come from a variety of sources, including an agency, regulatory board, legislature, etc. The request, however, must be made directly to the Department of Audit for review and action. Once approved by audit, the request will be forwarded to FSS for input.	N/A
<b><u>Step 2: Create identifiers for your new Detail Ledger</u></b> Enter the SetID and Name for the Detail Ledger you wish to create. The SetID should be equal to the business unit for the Detail Ledger you are creating.	Centralized

## Phoenix Program Process Definition – General Ledger

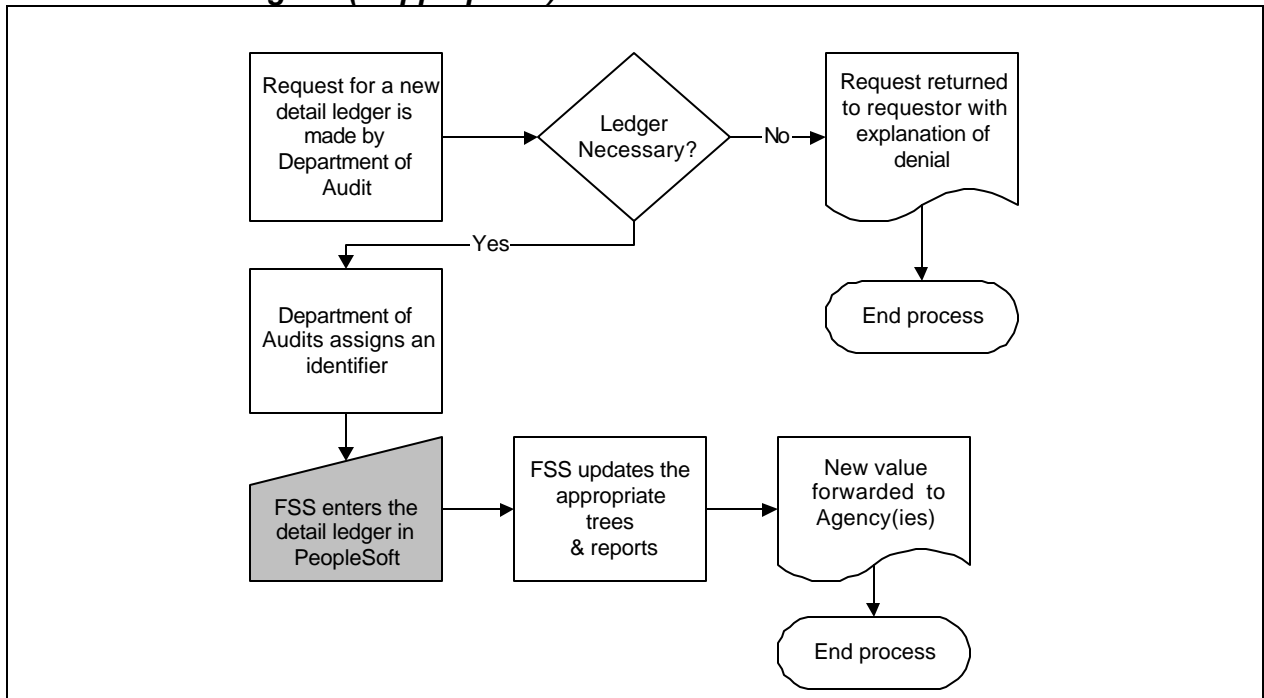
<p><b><u>Step 3: Define your Detail Ledger</u></b></p> <ul style="list-style-type: none"> <li>• Enter a short description to identify your detail ledger. PeopleSoft uses the short description on panels and online inquiries with limited display space.</li> <li>• Enter the ledger template upon which your detail ledger will be based. The ledger template determines the physical layout of the ledger and ensures that all ledgers within a particular ledger group share the same attributes. When creating a ledger template, you must identify the records and fields that PeopleSoft General Ledger uses to update and report on ledgers. If you link the detail ledger to the “Budget” ledger template, the following two fields become available: Controlled Budget Type and Controlled Scenario. The following ledger templates are available for use in developing your detail ledger: <ul style="list-style-type: none"> <li><input type="checkbox"/> BD_PROJECT – BD Projects Detail Ledger</li> <li><input type="checkbox"/> BUDGET – Controlled Budg Detail Ledge</li> <li><input type="checkbox"/> PROJECT – Project Detail Ledger</li> <li><input type="checkbox"/> STANDARD – Standard Detail Ledger</li> <li><input type="checkbox"/> STD_BUDG – Standard Budget Detail Ledger</li> </ul> </li> <li>• Turn on the “Balance” box for each ChartField on which you want the detailed ledger to balance. By default, the following ChartFields will be checked: <ul style="list-style-type: none"> <li><input type="checkbox"/> Business Unit</li> <li><input type="checkbox"/> Currency Code</li> </ul> <p>In addition, The State of Georgia has elected to balance by the Fund and Program ChartFields. This means that all journals must have equal debits and credits for every business unit, fund and program entered in the journal.</p> <p>It is <i>not</i> valid, however, to balance the ledger by the Account or Statistics Code ChartFields, so those fields are grayed out and unavailable.</p> </li> </ul>	<p>Centralized</p>
<p><b><u>Step 4: Save the detail ledger</u></b></p> <p>The detail ledger is now saved.</p>	<p>Centralized</p>

### ***Forms Used with Process (#)***

\*\*Attach sample form(s)

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### *Process Flow Diagram (if appropriate):*



Process Signoff

Tested By  
Date Tested